

BOARD OF TRUSTEES

Geoffrey Canada

Chairman

Kwame Owusu-Kesse

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Mitch Kurz

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Denise Fuller

Willie Mae Lewis

Keith Meister

Alfonso Wyatt

Achil Petit

Superintendent

Saskia Brown

Deputy Superintendent

Amanda Neal

Principal

Elementary School

70 East 112th Street

New York, NY 10029

Tel 212.360.3236

Ryan Carroll

Principal

Middle School

35 East 125th Street

New York, NY 10035

Tel 212.360.3237

Kaitlynn Conwright

Principal

High School

35 East 125th Street

New York, NY 10035

Tel 212.360.3238

AGENDA

Harlem Children's Zone (HCZ) Promise Academy II

Board of Trustees Meeting

Tuesday, June 18th, 2024

at

245 West 129th Street

New York, NY

- I. Acceptance of the Minutes
- II. CEO Report (*Kwame Owusu-Kesse*)
- III. Superintendent's Updates (*Achil Petit*)
- IV. HCZ Promise Academy II Updates
 - i. Elementary School (*Amanda Neal*)
 - ii. Middle School (*Ryan Carroll*)
 - iii. High School (*Kaitlynn Conwright*)
- V. Financial Report (*Ralph Stefano*)
- VI. Resolutions
 - i. FY 25 Budget (*Ralph Stefano*)
 - ii. Board Elections (*Candice Ashby*)
 - iii. Building-wide and District-level Safety Plans (*Candice Ashby*)
 - iv. HCZ Promise Academy Family Handbook (*Candice Ashby*)

**Harlem Children's Zone (HCZ) Promise Academy II Charter School
Board Meeting
Tuesday, April 30, 2024
245 West 129th Street**

Attendees: Kwame Owusu-Kesse, Mitch Kurz, Ellanor (Bodie) Brizendine, Willie Mae Lewis, Keith Meister, Aisha Tomlinson, Alfonso Wyatt, Candice Ashby, Saskia Brown, Ari Browne, Ryan Carroll, Kaitlynn Conwright, Amy Deal, LaKiesha George, Madelaine German-Schultz, Irais Jones, Jenn Klein, Jazmine Lewis, Stephanie Lilavois, Katherine Martinez, Liam McCarthy, Amanda Neal, Michelle Paige, Achil Petit, Ralph Stefano, Toya Stilley, and Ryan Warren.

Acceptance of Minutes (Geoffrey Canada)

The meeting was called to order at 7:30 AM, and a motion to approve the meeting minutes from March 20 was unanimously approved.

CEO Report (Kwame Owusu-Kesse)

Chief Executive Officer Kwame Owusu-Kesse reported that the Harlem Children's Zone Friend of the Children Award Dinner was held on April 24. It honored Aneel Bhusri, co-founder and executive chair of Workday and Eat.Learn.Play. HCZ Promise Academy Board Members shared highlights of the event.

Mr. Owusu-Kesse also reported that HCZ high school seniors will be honored on National College Signing Day, which will be held May 1 at The HCZ Armory.

Superintendent's Update (Dr. Achil Petit)

Superintendent Dr. Achil Petit reported that enrollment is 1,162 for HCZ Promise Academy I and 1,018 for HCZ Promise Academy II.

Dr. Petit also reported that currently, approximately 210 scholars have been registered for enrollment for the new school year. He thanked the Central Office for working with the schools to enroll scholars.

The New York State Education Department conducted an Education Stimulus Fund Monitoring review, focusing on programmatic and fiscal compliance. As a result of the review, both HCZ Promise Academy Charter Schools received confirmation from the state that they are in compliance.

HCZ Promise Academy II Elementary School (Amanda Neal)

Principal Amanda Neal reported the Elementary School's attendance was 92% for March.

Elementary School third- and fourth-grade scholars took ELA State exams. Fifth-grade scholars will take the ELA State exam on April 30 and May 1.

On Saturday, May 4, the Elementary School will host an open house for prospective families. Families will tour the school building and receive registration and enrollment support.

The Elementary School hosted an honor roll ceremony and breakfast for 177 scholars who received top honors.

HCZ Promise Academy II Middle School (Ryan Carroll)

Principal Ryan Carroll reported that the Middle School's attendance was 94% for March.

The Middle School hosted parent-teacher conferences for the third marking period.

In March, the Middle School prepared scholars for the New York State exams by conducting mock exams in math and ELA and using academic data to optimize instruction. Staff members also provided strong support during Academic Hour and Saturday Academy to help scholars meet benchmarks.

Seventh-grade scholars visited the Museum of Modern Art. In partnership with the Positive Behaviors and Intervention Supports team, select scholars were rewarded with a bowling trip for good behavior.

Middle School scholars took the ELA state exams. Principal Carroll thanked HCZ and Promise Central Office staff for supporting the School on exam days.

HCZ Promise Academy II High School (Kaitlynn Conwright)

Principal Kaitlynn Conwright reported that the High School's attendance was 93% for March.

The High School held restorative practice training for teachers and administrators to ensure that staff members are using consistent practices when interacting with scholars.

The High School hosted professional development sessions for staff to focus on vertical alignment with their content teams and to prepare for Advanced Placement and Regents exam season.

In mid-March, seven high school scholars attended a full-day career trek at Memorial Sloan Kettering Hospital. They toured the hospital and spoke with doctors about careers in the medical field. Principal Conwright thanked Director of Career Readiness Services Jenny Zhou for arranging the event.

Wealth Builds hosted College Night for Zone Programs high school scholars, and their families. The panel included former HCZ Promise Academy II High School graduates, who talked about their experiences transitioning to college.

Financial Update (Ralph Stefano)

Chief Financial Officer Ralph Stefano reported that HCZ Promise Academy II's February 29 enrollment is 1,018, which is 37 unfavorable versus the budget. The school's revenue is \$0.4M unfavorable at \$14.9M. Expenses are \$2.1M favorable, at \$13.3M. HCZ has not made a contribution through nine months of FY24.

Tracy Smith, Ed.D.

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tsmith1275@hotmail.com

CERTIFICATIONS

New York State School District Leader Professional Certificate, 2021
New York State School Building Leader Professional Certificate, 2009 New
York State Permanent Teaching Certificate, English 7-12, 2005

EDUCATION

Ed.D. St. John Fisher College, Rochester, NY, Educational Leadership, May 2015
Dissertation: "Examining the Retention of African American Males in
Ninth Grade as a Roadblock to Graduation: Charting Student Perceptions"

Long Island University, Orangeburg, NY, Advanced SBL Certificate May 2009

Ed.M. Teachers College Columbia University, New York, NY May 2003
Thesis: The Use of Racially Charged Literature in Diverse
Secondary Classroom Settings

M.A. Teachers College Columbia University, New York, NY May 1998
New York State Teacher Certification 6-12 English

B.A. University of Illinois, Chicago May 1994

LEADERSHIP EXPERIENCE

Principal, Academy of the City Charter School, Astoria, NY 2022-2023
Instructional leader for grades 6-8; culturally and socioeconomically diverse population of
230 students and 40 staff members: Grad rate 100%

*Collaborated closely with District Office and School Board
to:*

- Manage and allocate the middle school budget

- Redevelop the district Mission and Vision Statement and Strategic Goals
- Recruit and hire new faculty
- Gather, organize, and evaluate state testing data to realign instructional goals and practices to close achievement gaps
- Implement the Charlotte Danielson Framework to aid in the development of highly effective instructional staff

Collaborated closely with school staff to

- Pilot an ICT (Integrated Co-Teaching) program for grades 6 and 7 to provide specially designed instruction to meet the needs of diverse learners
- Implement grade and content level teams to ensure vertical alignment
- Plan and lead professional development to promote differentiation across content areas and grade levels; increase student discourse and accountability; effectively analyze data to drive instruction; and best practices for highly effective teaching using the Danielson Framework
- Implement Yondr to create a cell phone free learning environment
- Create a student council to amplify student voice

Principal, Sleepy Hollow High School, Sleepy Hollow, NY

2016 to 2021

Instructional leader for grades 9-12; culturally and socioeconomically diverse population of 900 students and 100 staff members: Grad rate 90%+

Tenured May 2020

Collaborated closely with District Office in Finance:

- Manage and allocate the high school budget
- Prepare and present budget hearing presentations for the school board

Human Resources:

- Recruit and hire new faculty
- Gather, organize, and report SLO (Student Learning Objectives) materials in compliance with APPR state regulation requirements

Pupil Personnel Services:

- Supervise guidance counselors, school psychologist, social worker, and student assistance counselor
- Secure alternative educational placements for students
- Development of student IEPs
- Lead the Child Study Team for at-risk students

District Initiatives:

- Contribute to district equity initiative

- Collaborated with the NYU Metro Center and EOS (Equal Opportunity Schools) to improve learning outcomes for diverse learners
- Served on the Athletic Committee formulated to ensure equity and inclusion
- Created a blended learning schedule for remote and hybrid learners during COVID

Collaborated closely with school staff to

- Implement summer AP/Honors Boot Camp for first time students
- Increase enrollment of ELLs in Honors and AP courses from 0% to 22%
- Improve rates of students earning 3+ on AP exams from 78% to 83%
- Increase number of SpEd students on honors track from 10.5% to 32%
- Implement the State Culturally Responsive-Sustaining Education Framework
- Increase effective pedagogical practices by providing timely evidenced-based feedback
- Develop a 95% conflict free Master Schedule
- Plan and lead professional development to promote equity and inclusion, lead courageous conversations, and best practices for a culturally and economically diverse student body
- Create virtual town hall meetings with and for students to provide a platform and voice

Assistant Principal, Nyack High School, Nyack, NY 2011 to 2016

Assistant Instructional Leader for grades 9-12; culturally and socioeconomically diverse population of 1000 students and 120 staff members; Tenured May 2014

- AP Coordinator – contributed towards Nyack High School’s placement on College Board’s 5th Annual Advanced Placement District Honor Roll
- Served on the Instructional Support Team
- Developed effective mentoring program for at-risk students in grades 9-12
- DASA (Dignity for All Students’ Act) Coordinator

INSTRUCTIONAL EXPERIENCE

Adjunct Professor, Hunter College, New York, NY 2019 to 2021

- Co-instructor in the CLASS (Collaborative Leadership Advancing School Success) program - an 8 course, 32 credits Masters in School District Leadership
- Train prospective leaders for district wide leadership certification

English Teacher, Nyack High School, Nyack, NY 1998 to 2011
Tenured 2001

- Teacher grades 9-12, Regents, Honors, collaborative, and senior electives

- Advisor to school clubs: Yearbook, National Honor Society, and African American Club, Mentor: W.I.S.E. (Wise Individualized Senior Experience); Freshman Academy; Today's Students, Tomorrow's Teachers; Mentored Student Teachers

English Teacher, Nyack Middle School, Nyack, NY

2008

- Wrote and taught 6th grade English curriculum for summer enrichment program

HONORS AND AWARDS

- NYS Recognition for Graduating High Numbers of Young Men of Color 2019
- Named America's Best High Schools by U.S. News and World Report 2016-2018
- National Association of Secondary School Principals (NAASP) 2017
Award for National Recognition for Continuous Student Achievement

PUBLICATIONS

"The Retention of African American Males in Ninth Grade: A Roadblock to Graduation,"
Lambert Academic Publishing, 2015

PRESENTATIONS

- **Creating Positive Culture for Success of Students in Poverty** Invited panelist, Better Outcome Research, May 2021
- **Implementing Anti-Racist and Anti-Oppressive Curriculum in K-12 Classrooms** Invited panelist, New York University, February 2021
- **School Leadership in Times of Crisis** Invited panelist, Hunter College, April 2020
- **Redesigning for Student Success: Secondary School Showcase**
Presenter on best practices for engaging ELLS, February 2018, San Diego, CA
- **Increasing the Success of Black Males in Suburban Schools**
Presenter at College Board Conference, A Dream Deferred: The Future of African American Education, March 2016, Charlotte, NC
- **Action Research**
Guest Lecturer at St. John Fisher College/College of New Rochelle, January 2016

SHANNON ORTIZ-WONG

VISIONARY AND COMMUNITY RESPONSIVE LEADERSHIP

EDUCATION

Special Education Extension
Potsdam University
2023-Currently Enrolled

Master of Arts
Educational Leadership
New York University, NY
2014

Master of Science
Education
University of New Haven, CT
2007

Bachelor of Arts
English, Minor in History
University of New Haven, CT
2002

School Building Leader (SBL)
NYS Department of Education

PROFESSIONAL EXPERTISE

Visionary and Strategic Leadership

Instituted responsive and bold initiatives which improved school outcomes

- Supervise, coach and evaluate teachers using the Charlotte Danielson rubric
- Strategic thought-partner to the principal: plans school-wide instructional priorities, as it relates to identified school improvement plans [NV]
- Instrumental in the school's turnaround and renewal process; wrote two of the renewal benchmarks, centered around teaching and learning [NV]
- Implemented then supervised reading intervention initiatives (i.e., Read 180, Just Words, and Wilson), communicating lexile levels at the network-wide levels
- Communicated school progress and priorities to NY state's charter renewal authorizers, alongside the principal [NV]
- Wrote then won learning grants to advance educational priorities (Facing History in Ourselves); provided year long coaching and curriculum support
- Designed a network-wide Summer School program for credits and enrichment which resulted in network-wide implementation (adopted by 4 schools) [NV]
- Co-designed Saturday Scholar Academy, with Relay professors, to support high performing scholars
- Created a Teacher Career Pathway Implementation Plan that aligns KIPP's Framework for Excellent Teaching
- Ensured the preservation of institutional, school-wide, knowledge by forming standard operating procedures (SOPs)

Community and Cultural Responsiveness

Initiated a spirit of school-wide community responsiveness, raising awareness of the socioeconomic and cultural complexities existing within the school environment

- Inclusive approach towards leading initiatives, ensuring all stakeholders have a voice, trust is built, and there is a systematic way to communicate updates
- Coordinated the school wide screening of Decades of Fire, a documentary exploring the impact of the 1970's South Bronx fires had on Black and Puerto Rican communities [NV]
- Film screening comprised of an in-person attendance of the film's director, a focus on student community experiences, student-led Q&A, aligned academic lessons (ELA & History), and a local school partnership (Banana Kelly) [NV]
- Taught a variety of honors elective courses including Latin American Literature and Queer Theory [CAHH]
- Coordinated an intervention program for at-risk Latino male youth [CAHH]

CAREER HISTORY

Assistant Principal
New Visions [NV] Charter High
School for the Humanities II, NY
2018 — Present

English Teacher
The Facing History School, NY
2017 — 2018

Interim Resident Director of
Upper School Literacy and
Founding Humanities
Department Chair
Ascend Learning Network, NY
2014 — 2017

English Composition Teacher
and Network Course Facilitator
Achievement First [AF], NY
2012 — 2014

Graduate Fellow Summer 2010
Education Pioneers Team
Academy, NY
2010

English Teacher
Cooperative Arts & Humanities
High School [CAHH], CT
2005 — 2010

203.927.2052

s.ortizwong@nyu.edu

LinkedIn ([link](#))

New York, NY



SKILLS

Visionary Leadership

Empathy

School Policy

Relationship Management

Bilingual: Spanish
(Proficient in Speaking and Reading)

Curriculum Development

Classroom Management

Anti-Racism/Bias Education

Team Development

School Turnaround

Operational Excellence

Data-Driven Decisions

PROFESSIONAL EXPERTISE

Strengthening School Teams

Initiated a desire to shift the perspective of how instructional and professional development is viewed: differentiated, data-driven, and aligned to continuous trainings throughout the school year

- Created a platform ("Film Studies") where teachers video-showcased their instructional and behavioral management practices [NV]
- Attentive to staff's developmental needs by collaboratively identifying goals (professional and personal), learning style, feedback style, and informal bi-weekly walkthroughs to capture "the glory" (asset-based observation) [NV]
- Created a teacher leader Institute to support teachers in taking on leadership positions in the school [NV]
- Led Cohort Management Team meetings focused on improving student attendance, ameliorating credit gaps, and identifying supports [NV]
- Identified challenges experienced by a teacher leader program, then codified it by creating an arc-of-learning and providing responsive coaching support

Instructional Oversight

Created academically inclusive lessons, curricula, and programs

- Facilitated network-wide curriculum, unpacking sessions for a 12th grade composition course
- 86% passing rate on ELA Regents for 10th grade students, 2018
- Implemented the Facing History and Ourselves curriculum for 9th and 10th grades
- Analyzed assessment data to make adjustments in lesson plan development
- Coordinated then facilitated meetings with SAT critical reading teachers to disseminate student data, create lessons, and opportunities for feedback
- Demonstrated average growth of 75 points on SAT Critical Reading score on SAT through data driven and targeted instruction [AF]
- Examined and implemented necessary changes which improved instruction, leading to increased student enrollment, at Ascend
- Strengthened program infrastructure by implementing admission screeners, course enrollment criteria, and progress monitoring [NV]
- Formed job descriptions for teachers, grade-level chairs, department chairs and dean of instruction positions

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New York, NY



HCZ Promise Academy II

May 2024 Attendance Report

	HCZ PAII Elementary School			HCZ PAII Middle School			HCZ PAII High School		
Date	Number of Students		% of Students Present	Number of Students		% of Students Present	Number of Students		% of Students Present
	Absent	Enrollment		Absent	Enrollment		Absent	Enrollment	
5/1	31	545	94%	12	260	95%	10	205	95%
5/2	30	545	94%	11	260	96%	12	205	94%
5/3	45	545	92%	24	260	91%	21	205	90%
5/6	26	545	95%	11	260	96%	11	205	95%
5/7	34	545	94%	4	260	98%	16	205	92%
5/8	20	545	96%	5	260	98%	44	205	79%
5/9	38	545	93%	26	260	90%	14	205	93%
5/10	47	545	91%	28	260	89%	18	205	91%
5/13	51	545	91%	24	260	91%	13	205	94%
5/14	40	545	93%	24	260	91%	15	205	93%
5/15	43	545	92%	23	260	91%	46	205	78%
5/16	39	545	93%	19	260	93%	17	205	92%
5/17	41	545	92%	31	260	88%	17	205	92%
5/20	41	545	92%	16	260	94%	12	205	94%
5/21	38	545	93%	19	260	93%	12	205	94%
5/22	172	545	68%	40	260	85%	57	205	72%
5/23	31	545	94%	26	260	90%	14	205	93%
5/24	56	545	90%	23	260	91%	21	205	90%
5/28	29	545	95%	20	260	92%	10	205	95%
5/29	32	545	94%	17	260	93%	14	205	93%
5/30	41	545	92%	15	260	94%	6	205	97%
5/31	47	545	91%	24	260	91%	17	205	92%
Average	44	545	92%	20	260	92%	19	205	91%

HCZ Promise Academy II

April 2024 Attendance Report

	HCZ PAII Elementary School			HCZ PAII Middle School			HCZ PAII High School		
Date	Number of Students		% of Students	Number of Students		% of Students	Number of Students		% of Students
	Absent	Enrollment		Absent	Enrollment		Absent	Enrollment	
4/1	94	548	83%	41	260	84%	28	206	86%
4/2	38	548	93%	17	260	93%	10	206	95%
4/3	44	547	92%	15	260	94%	15	206	93%
4/4	30	546	95%	13	260	95%	13	206	94%
4/5	43	546	92%	12	260	95%	23	206	89%
4/8	67	545	88%	32	260	88%	32	206	84%
4/9	31	545	94%	12	260	95%	16	206	92%
4/11	30	545	94%	10	260	96%	8	206	96%
4/12	25	545	95%	12	260	95%	17	205	92%
4/15	39	545	93%	9	260	97%	15	205	93%
4/16	34	545	94%	12	260	95%	7	205	97%
4/17	37	545	93%	15	260	94%	5	205	98%
4/18	48	545	91%	17	260	93%	25	205	88%
4/19	65	545	88%	23	260	91%	31	205	85%
4/29	73	545	87%	31	260	88%	18	205	91%
4/30	43	545	92%	13	260	95%	14	205	93%
Average	46	546	92%	18	260	93%	17	206	92%

Promise Academy II

FY24 Budget vs Projection & FY25 Budget

	FY24 Full Year Budget	FY24 Full Year Projection	Fav/(Unfav)	FY25 Full Year Budget	FY25 vs. FY24 Budget Fav/(Unfav)
(\$ millions)					
Projected Average Enrollment	1,055	1,025	(30.0)	1,007	(48.0)
DOE and other gov't funding (a)	23.1	22.5	(0.6)	22.7	(0.4)
Expenses:					
Salaries	14.7	13.3	1.4	14.5	0.2
Benefits	4.5	3.7	0.8	4.5	(0.0)
OTPS	3.9	3.4	0.5	3.6	0.3
Total Expense (b)	23.0	20.4	2.6	22.6	0.4
Expense in excess of public funding	-	-	-	-	-
Contributions Components:					
HCZ Contribution	-	-	-	-	-
per student (whole \$)	-	-	-	-	-

(a) excludes funding from Federal ESSER and Robertson Foundation

(b) Excludes PA initiatives, bonus, growth fund, & other HCZ allocation

**RESOLUTION OF THE BOARD OF TRUSTEES OF HARLEM CHILDREN'S ZONE PROMISE
ACADEMY II CHARTER SCHOOL TO APPROVE FY 2025 BUDGET**

THE BOARD OF TRUSTEES (the "Board") **OF HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL**, a New York not-for-profit corporation (the "Corporation"), acting pursuant to the By-Laws of the Corporation (the "By-Laws") for the purpose of taking the following action relating to the adoption of the resolution set forth below, states that:

WHEREAS, the Board has reviewed the FY 2025 revenue and expense budget, which includes an operating expense budget of \$22,600,000 (the "FY 2025 Budget"), and an initiatives budget of \$1,500,000.

WHEREAS, after due deliberation and consideration, the Board has determined that adoption of the FY 2025 Budget is in the best interests of the Corporation; and

NOW, THEREFORE, IT HEREBY IS:

RESOLVED, that the FY 2025 Budget as presented is hereby approved.

[Remainder of page intentionally blank.]

**HCZ Promise Academy II Annual Board Meeting
June 18, 2024**

Board of Trustees

Officers and Trustees for Re-Election

Fatime Cadoo, Parent Representative
Geoffrey Canada, Chairman
Stanley Druckenmiller, Trustee
Kenneth Langone, Chairman Emeritus
Kwame Owusu-Kesse, CEO/President
Alfonso Wyatt, Trustee

Voting Trustees (5)

Geoffrey Canada
Mitchell Kurz
Willie Mae Lewis
Kwame Owusu-Kesse
Alfonso Wyatt

Advisory Trustees (6)

Ellanor Brizendine
Fatime Cadoo
Stanley Druckenmiller
Denise Fuller
Kenneth Langone
Keith Meister